

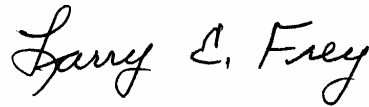
U.S. Department of Agriculture
Farm Service Agency
Oregon State FSA Office
7620 SW Mohawk
Tualatin, OR 97062

OR Notice FI -159

For: State and County Offices

OnLine Travel System

Approved by: State Executive Director



1 Overview

A Background

The Farm Service Agency implemented the Online Travel System in the county offices on October 1, 2002. All CO travel was transferred to the National Finance Center (NFC) for processing. Travel claims for federal employees were already processed through NFC. On May 1, 2004 centralization of all CO travel claims will be completed by one Travel PT per District.

B Purpose

The purpose of this Notice is to:

- Provide revised procedures on submitting travel claims.
- Clarify the use of purpose codes listed in 98 FI.
- Review the documentation required for POV mileage reimbursement.
- Review the certification and signature requirements for all travel claims.
- Provide additional information on the initial amount for travel authorizations.
- Clarify instructions on frequency of submitting travel claims.
- Review the procedure for printing and releasing travel claims.
- Provide revised procedures on filing and retention of travel claims.
- Clarify instructions on obligating and de-obligating funds.

Disposal Date
April 26, 2005

Distribution
COF, DD, COR, STO

04/26/04

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2 Action

A Submitting travel claims

All GS employees will submit their manual form AD-616 "Travel Voucher" to the state office for processing, keeping a copy for their records. The state office will enter the claim in the OnLine Travel System and maintain the official travel voucher in the state office.

All CO employees will submit their manual form AD-616 "Travel Voucher" for entry to the OnLine Travel System to the District Travel PT. A copy of the AD-616 and all receipts will be faxed to the District Travel PT. The original documents will be filed at the originating County Office. Instructions for completing form AD-616 were mailed to employees on 4/12/04.

Form AD-202 "Travel Authorization/Advance" will be used for all travel claims. The form AD-164 became obsolete October 1, 2002. The District Travel PT will be responsible for the creating and amending AD-202's for all CO employees, the STO will be responsible for creating and amending AD-202's for all GS employees. At the beginning of the year the initial amount for Travel Authorizations will be \$250.00 for PT's and \$500.00 for CED's, unless otherwise authorized.

Annually, the District Travel PT will create an AD-202 "Travel Authorization/Advance" in the OnLine Travel system for each COC member. The required information, such as the COC's name, address, SSN, and round trip mileage, for each COC will be provided to the District Travel PT by the CED. Once created, print the Computer Generated form, have the DD sign it, and file in the AD-202 travel folder. DO NOT release the AD-202, once you have the printed copy, return to the OnLine Travel system and delete the AD-202. This printed document will serve as official documentation of the approval for COC travel to attend the COC meetings, and will be sent to the originating county office.

B Purpose code use

Generally travel will be under purpose code "01" Site Visit. Refer to 98 FI for a listing and explanation of purpose codes.

If you have Informal Training, purpose code "15" can be used, generally all CO training travel will fall under purpose code "15".

Purpose code "03" Training will only be used for specific travel authorized by a notice from Washington, DC. If you have a traveler with DC approved travel, a training document number will be required for input of the authorization. Please call Pam Shelton at the STO, ext 228, for this training number.

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When considering the use of purpose code “02” Informational Meeting, if a site visit was conducted as part of the same trip, consider the entire trip to be “01” Site Visit.

C POV Mileage Reimbursement

When entering your travel information to the manual form AD-616 be specific as to the TDY location(s). If you made stops along the way that would affect your mileage, those stops must be documented. An example would be traveling from the Lane CO to the STO, and stopping at the Linn CO to pick up an employee. You would document this by entering Eugene, OR to Tualatin, OR via Linn CO, in remarks you would state that you stopped in Linn CO to pick up John Smith (employee). Another example would be traveling for site visits in rural areas. You would document this by entering Lane CO to SCIO-rural areas and return, in remarks you would state that you made visits to farms X, Y, and Z in rural areas. Include mileage logs for Rural Area travel with travel voucher.

Mileage is only reimbursed for official travel purposes. Circuitous routes, travel for meals, or other personal preference travel are not reimbursable.

D Certification and signature

The manual form AD-616 must be signed and dated by the traveler, the approving officer's signature is not required. However, the approving officer's signature is required on the Computer Generated Form AD-616.

The approving officer for GS employees is the SED. The approving officer for CO employees, other than the CED, is the employee's supervisor. The approving officer for the CED is the DD.

E Frequency of travel claims

The manual form AD-616 should only be submitted every 30 days for type “B” routine travel and within 5 working days after completion of type “C” specific trip travel. Refer to Notice FI 2591, Travel Voucher Reimbursement. County office employees should not file a travel claim for each pay period.

A separate travel voucher must be filed for each month. Example: employee travels in April and May but does not submit a claim until May. The employee must create one voucher for April and another one for May.

Bank of America allows 20 days for payment after the billing date, in most cases this allows ample time for your voucher to be processed on a monthly basis.

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F Printing and Releasing AD-202' and AD-616's

When entering the AD-202 "Travel Authorization/Advance" or AD-616 "Travel Voucher" to the OnLine Travel system, take great care to print prior to releasing. Make sure that you have the printout in hand. After you have the printout, be sure to return to the OnLine Travel system and release the AD-202 or AD-616. Once the AD-202 or AD-616 are released, they will not be accessible the following day, and printing will not be possible.

Oregon Policy requires printed Computer Generated AD-202 "Travel Authorization/Advance" and AD-616 "Travel Voucher". These documents are the formal documentation to be signed by the approving officer and retained for 6 years and 3 months.

G Filing and retention

Forms AD-616 "Travel Voucher" and AD-202 "Travel Authorization/Advance" will be filed separately from Payroll forms. The original AD-616 and receipts will be filed at the originating county office; the faxed copies will be filed at the District Travel PT's office. The original AD-202 will be filed at the originating county office; a copy will be filed at the District Travel PT's office.

At the beginning of each fiscal year, a folder will be set up for the AD-202 Travel Authorization/ Advances, which will be retained for a period of 6 years and 3 months.

Also at the beginning of each fiscal year, a travel folder will be set up for each employee. All AD-616's will be filed in the employee's travel folder. The AD-616's must be retained for a period of 6 years and 3 months.

H Obligating and De-obligating Funds

The AD-202 "Travel Authorization/Advance" will be established for employees as needed. The initial authorization amount will be \$250.00 for PT's and \$500.00 for CED's. Exception: these amounts may be increased if justified, such as in cases of shared management. Authorizations should be proofed to identify errors such as \$10,000.00 being entered rather than \$1,000.00.

Care should be taken not to over obligate funds. The authorization can be amended when and if there is a need for more funding.

When "C" type travel is completed, the Final Voucher field, in the OnLine Travel System, must be coded with a "Y". This will free up any obligated funds that were not used by the traveler.

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If you have “C” type authorizations where the “Y” Final Voucher code was not entered, you will need to amend the authorization and decrease the amount.

- Review the authorization in the OnLine Travel System under Inquiry, note the dollar amount in Section D, Un-liquidated Obligation.
- Amend the authorization, changing the final dollar amount of the authorization to eliminate the Un-liquidated Obligation. Do not decrease the authorization amount to less than the voucher amount.

Example: If the original authorization was \$500.00 and remaining funds are \$245.00, amend the amount of the authorization to \$255.00, which equals the amount spent. By doing this the remaining balance will be zero.

- When the amended authorization has been printed and signed, release the authorization in the online Travel System.

When “B” type travel is completed, the Final Voucher field would be coded with “N”, until travel is completed for the year, or when it is the employee’s final voucher prior to leaving his or her position, only then would you code the Final Voucher field with a “Y”. Again, if a “Y” is not entered in the Final Voucher field you will need to use the above instructions to de-obligate the remaining funds.

All offices that do not timely de-obligate travel authorizations run the risk of being over obligated and severely limiting the agency’s ability to carryover all agency remaining funds for use in the following FY. At the end of the FY all travel authorizations should be reviewed, **any excess funds should be de-obligated within 30 calendar days after the FY closes.** De-obligate funds using the instructions listed above. For further information, refer to Notice FI 2580.